

For: County Offices

1910-C

**FY 2003 FLP Credit Reports**

Approved by: State Executive Director



**1 OVERVIEW**

A

**Background**

All County Offices should be obtaining mortgage reports using CBCWin Version 1.6 software.

The State Office will retain the responsibility for ordering commercial credit reports for FY 2003 using online service through the internet.

B

**Purpose**

The purpose of this notice is to provide guidance on obtaining and collecting fees for credit reports.

**2 ACTION**

A

**Commercial Credit Reports**

FLM's will determine whether a commercial credit report is required. If the FLM can make a loan determination based on information contained in an applicant's mortgage report, a commercial credit report is not required.

If the FLM determines that a commercial credit report is needed, a fee of \$40.00 will be collected from the applicant and a request sent to the State Office. Requests should be made on FmHA Instruction 1910-C, Exhibit A or in a memorandum containing the following information: applicant name, mailing address, telephone number and owners name(s).

**Disposal**

October 1, 2003  
10-8-02

**Distribution**

County Offices

**OK Notice FLP-368**

**2 ACTION (cont)**

**B**

**Mortgage Reports**

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County Offices shall use CBCWin to obtain mortgage reports.

Purchase Order numbers are as follows:

60-7C94-3-C0007 (F2Y1)

60-7C94-3-C0008 (F1Y1)

**When using CBCWin**, County Offices shall collect the actual fee for these reports, \$8.90 for individuals and \$17.80 for joint.

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